



Coral Gables Group of Alcoholics Anonymous LEGACY OF SERVICE

Service Positions and Responsibilities

"Service, gladly rendered, obligations squarely met, troubles well accepted or solved with God's help, the knowledge that at home or in the world outside we are partners in a common effort ..."[Twelve Steps and Twelve Traditions \(Step 12\)](#)

Draft review note: *This working draft is based on the 2012 Coral Room Guidelines and includes substantive proposed revisions. It should be approved by the Group Conscience before adoption.*

Table of Contents

Introduction

Purpose of the Steering Committee	3
---	---

Group Trusted Servants

Group Chairperson	4
-----------------------------------	---

Secretary	5
---------------------------	---

Treasurer	6
---------------------------	---

Group Representatives

General Service Representative (GSR) and Alternate GSR	7
--	---

Intergroup Representative (IR) and Alternate IR	8
---	---

Members at Large	9
----------------------------------	---

Service Committees

Program Chairperson	10
-------------------------------------	----

Literature and Public Information Chairperson	11
---	----

Web-Communications Committee	12-13
--	-------

Corrections Chairperson	14
---	----

Treatment Chairperson	15
---------------------------------------	----

Coral Room Operations

Room Custodian	16
--------------------------------	----

Non-Voting Service Positions:

Meeting Custodian	17
-----------------------------------	----

Coffee Bar Tender/Greeter	18
---	----

Coral Gables Group Guidelines

The Steering Committee and Membership	19-20
---	-------

Voting	21
------------------------	----

Meeting Schedule	22
----------------------------------	----

Conducting Meetings	23
-------------------------------------	----

	24-25
--	-------

The Coral Gables Group Steering Committee

Also known as the Group Service Committee

Purpose

The Coral Gables Group Steering Committee is responsible to the Coral Gables Group. Every person elected to the Committee is a trusted servant of the Group and does not govern.

The Steering Committee serves as a service body that considers suggestions and presents recommendations to the Group. Its purpose is to help the Coral Gables Group live by the Twelve Traditions and fulfill the primary purpose expressed in Tradition Five:

“Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.”

Authority and Guidelines

- The Steering Committee may establish guidelines to direct its own actions.
- Decisions made by the Steering Committee shall not govern the membership of the Coral Gables Group or Alcoholics Anonymous as a whole.
- These decisions may serve as guidance for subsequent Steering Committees.
- Matters affecting the entire Group shall be presented to the Group Conscience for consideration and decision.

Responsibilities

- Conduct the necessary business affairs of the Group between regularly scheduled Group Conscience Meetings.
- Act for and represent the members of the Group when circumstances make it impractical for the entire membership to act.
- Consider suggestions and bring recommendations to the Group Conscience.
- Remain accountable to the Coral Gables Group in all actions and decisions.

Chairperson

Qualifications

- Five or more years of continuous sobriety.

Term of Service

- Elected by the members of the Coral Gables Group of Alcoholics Anonymous for a six-month term.
- At the end of the term, the Steering Committee may reelect the Chairperson for one additional six-month term, with the Chairperson's consent.
- May not serve more than two consecutive terms.

Responsibilities

- Preside at all regular and special Steering Committee Meetings.
- Preside at all regular and special Group Conscience Meetings without expressing personal opinions. The Chairperson may vote only to break a tie.
- Open each Group Conscience Meeting by reading, or asking someone to read, the Twelve Traditions and the Declaration of Unity. Close the meeting with the Lord's Prayer.
- Attend all special meetings as needed.
- In the Chairperson's absence, the Secretary shall serve as Chairperson pro tem.

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Secretary

Qualifications

- Three or more years of continuous sobriety.
- Willing and able to serve a one-year term and may stand for election for one additional one-year term.
- May be a member of either a virtual or an in-person Coral Gables Group meeting.
- Must be familiar with, or willing to learn, Google Drive for uploading, editing, and organizing in order to preserve Group documents.

Responsibilities

- Draft and maintain the minutes of all Group Conscience and Steering Committee Meetings.
- Upload the minutes to the Secretary's shared Google Drive or another storage system approved by the Group for maintaining its records.
- Record and maintain all amendments to the Coral Room Guidelines.
- Record motions presented to the Group Conscience in the shared Google Drive Book of Motions.
- Chair Birthday Night Meetings.

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Treasurer

Qualifications

- Three or more years of continuous sobriety.

Term of Service

- Shall serve a minimum one-year term. May serve one additional one-year term.
- Must have basic QuickBooks or accounting software experience.

Responsibilities

- Receive and accurately record all funds received by the Group.
- Disburse and record all accounts payable and daily cash transactions of the Group.
- Prepare and present a financial report on the Group's financial status at every Business/Group Conscience Meeting
- If unable to attend a required meeting, provide the financial report to the Secretary.
- Ensure that all electronic records of the Group's financial transactions remain in the Treasurer's folder on the Coral Gables Group's shared Google Drive.

Assistant Treasurers

- May appoint an Assistant Treasurer to serve in concurrence with the Treasurer's term.
- The Assistant Treasurer must have at least two years of continuous sobriety.
- All appointments must be approved by the Steering Committee.

Handling Group Funds

- All money received by the Group shall be counted on the Group's premises by an Assistant Treasurer and a Speaker Seeker/Meeting Custodian
- The Treasurer or Assistant Treasurer shall deposit all money into the Coral Gables Group's bank or transfer via Zelle account.

Financial Controls and Records

- Checks may be signed by the following: the Treasurer, Assistant Treasurer, or Chairperson.
- A fireproof safe or keyed drop box shall be maintained on the Group's premises to secure cash.
- Any Group member may inspect the Group's financial books in the presence of both the Steering Committee Chairperson and the Treasurer.

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

General Service Representative (GSR) and Alternate GSR

Qualifications

- Two years of continuous sobriety.

Term of Service

- The GSR and Alternate GSR shall be elected to concurrent two-year terms.

Alternate GSR

- Alternate GSR should serve in place of the GSR whenever the GSR is unable to attend a Steering Committee Meeting, Group Conscience Meeting, District 10 Business Meeting, or Area 15 General Service Quarterly.
- Traditionally, Alternate GSR also serves as the Grapevine Representative.

Responsibilities

The GSR—and the Alternate GSR when serving in the GSR's absence—shall:

- Attend all Steering Committee Meetings.
- Attend all Group Conscience Meetings.
- Attend each District 10 Business Meeting, held on the first Tuesday of the month at 7:30 p.m.
- Attend each Area 15 General Service Quarterly and report back at the next Steering Committee and Group Conscience Meetings.
- Coordinate and communicate with the Alternate GSR to ensure that the Group is fully represented and informed.

Reimbursement

- The GSR or Alternate GSR will be reimbursed for reasonable expenses incurred while attending Area 15 General Service Quarterly, if receipts are submitted to the Treasurer. (Includes one night hotel, reasonable meal expenses, and Gas expense)

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Intergroup Representative (IR) and Alternate IR

Qualifications

- One year of continuous sobriety.

Term of Service

- The IR and Alternate IR shall be elected to concurrent one-year terms.

Alternate IR

- The Alternate IR shall serve in place of the IR whenever the IR is unable to attend a Steering Committee Meeting, Group Conscience Meeting, or Intergroup Meeting.

Responsibilities

The IR and Alternate IR shall:

- Attend all Steering Committee Meetings.
- Attend all Group Conscience Meetings **as scheduled by the Intergroup office..**
- Attend all Intergroup Meetings and report on the proceedings at the next Steering Committee and Group Conscience Meetings.
- Coordinate and communicate with one another to ensure that the Group is fully represented and informed.
- Notify the Intergroup office of all member anniversaries and birthdays to be published on the monthly Messenger Intergroup Newsletter.

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

This position does not currently exist. It is intended to always have a back up should the IR be unable to attend or continue the service position

Members at Large

Purpose

Members at Large represent the individual meeting time slots of the Coral Gables Group of Alcoholics Anonymous. Each slot shall elect one Member at Large to select Speaker Seekers, communicate the needs, concerns, changes of meeting format to the Steering Committee and Group Conscience.

Meeting Time Slots

The following meetings shall each elect one Member at Large:

- | | |
|--------------------------------------|--|
| ● 7:30 a.m. In-Person Meeting | * 5:30 p.m. Meeting In-Person Meeting |
| ● 7:30 a.m. Virtual Meeting | * 8:30 p.m. Meeting In-Person Meeting |
| ● 12:00 p.m. Hybrid Meeting | * 10:00 p.m. Meeting In-Person Meeting |
| ● 4:00 p.m. Sunday Daily Reflections | * 10:30 p.m. Meeting |

Qualifications

- One or more years of continuous sobriety.

Term of Service

- Elected to a six-month term.
- There shall be eight Members at Large—one representing each meeting time slot.
- Other meetings shown in the Group schedule do not create additional Member-at-Large seats unless approved by Group Conscience.

Responsibilities

- Arrange for a Speaker Seeker to share during the appointed meeting time, in accordance with the meeting format.
- Participate in and contribute to the work of the Steering Committee as a representative of the Group Conscience.
- Communicate the needs, concerns, and proposed changes of the represented meeting.
- Propose motions concerning the represented meeting, including changes to its format, time, or meeting type, as well as any other appropriate matter affecting that meeting.

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Program Chairperson (In-Person Meetings)

Qualifications

- Two or more years of continuous sobriety.
- Must be a current home group member of the Coral Gables Group.
- Must have a working knowledge of the Twelve Steps and Twelve Traditions.

Term of Service

- Elected to a one-year term and may serve one additional one-year term.

Responsibilities

- Recruit Meeting Custodians for each meeting.
- Ensure that each Meeting Custodian has at least six months of continuous sobriety.
- Ensure that each Meeting Custodian serves a six-month term, with the option to volunteer for one additional six-month term.
- Ensure that Meeting Custodians are familiar with the Coral Gables Group Guidelines and understand the format of the meetings they chair.
- In cooperation with the Members at Large for each time slot, select Speakers for the November Traditions Series. Each Speaker should have at least **three years** of continuous sobriety and a working knowledge of the Twelve Traditions.
- Coordinate the November Traditions Series for the following designated meeting time slots: 7:30 a.m., 12:00 p.m., 5:30 p.m., 8:30 p.m., and 10:00 p.m. - ***Note: The 7:30 and 10:30 p.m. virtual meetings will be arranged individually.**
- Ensure that the Traditions Series covers three Traditions per week for four weeks.
- Attend all Group Conscience Meetings and all Steering Committee Meetings when convened.

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Literature and Public Information Chairperson

Qualifications

- One or more years of continuous sobriety.

Term of Service

- Elected to a one-year term.

Responsibilities

- Catalog, maintain, and order A.A. literature.
- Maintain and stock AAWS service pamphlets and prepare welcome kits for newcomers.
- **Maintain an adequate supply of medallions.**
- **Prepare the medallions and celebrant list for Birthday Night and post the birthday list on the bulletin board. (Should this be applied to a separate position?)**

Attendance Requirement

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.
- Attendance at the District 10 Business Meeting is encouraged but not required. The meeting is held on the first Tuesday of each month at 7:30 p.m. at 3010 DeSoto Boulevard.

Web-Communications Chairperson

Qualifications

- Three or more years of continuous sobriety.
- Basic knowledge of the Internet, website editing, and basic computer use abilities is required.

Term of Service

- Elected to serve a one-year term and may stand for election for one additional one-year term.

Scope

- Maintain the Coral Room website and keep its content current.
- Review and respond to messages submitted through the website.
- Coordinate with the appropriate Coral Room committees, representatives, and trusted servants when needed.
- Work with other Coral Room committees and representatives to keep the website consistent with the mission and values of Alcoholics Anonymous.
- Feedback: Provide opportunities for members and visitors to submit feedback and suggestions and review all feedback in a timely and thoughtful manner.

Guidelines

- Help the Coral Room carry the A.A. message through the Internet by providing information about the Group, sharing helpful resources, and offering a way for people to contact the Group.
- Keep information accurate, relevant, and helpful, including meeting information, Group announcements, monthly birthdays, and events. All content to be consistent with the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.
- Make the website user-friendly for people with diverse needs and provide clear access to information about finding and attending Coral Room meetings.
- Confidentiality: Honor the A.A. principles of anonymity and confidentiality. Do not share or disclose a member's personal information without that member's express consent.
- Review: Review these guidelines regularly to ensure that they remain relevant and effective. Except for routine maintenance and the Committee's stated duties, proposed major changes to the website or these guidelines shall be presented to the Steering Committee and submitted to the Group Conscience for a vote.
- Responsibility: Ensure that the website complies with these guidelines and all applicable laws and regulations, and carry out the duties described in this section.

Web-Communications Chairperson (Continued)

Website Maintenance

- Periodically review every section of the website for broken links, spelling and grammatical errors, outdated information, and content that may conflict with A.A.'s primary purpose.
- Maintain the current birthday list on the Announcements page.
- Update the Birthday Night and Group Conscience Meeting dates each month.
- Update the meeting schedule whenever changes are approved.

Email and Contact Requests

- Regularly check messages submitted through the website's Contact Us form.
- Maintain the website inbox and respond to inquiries promptly.
- Respond to requests for meeting attendance verification in accordance with Group policy.
- Respond to birthday messages, newcomer inquiries, and general questions.
- Forward messages and relevant information to the appropriate committee, representative, or trusted servant when needed.
-

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Corrections Chairperson

Qualifications

- Three years of continuous sobriety.
- Must have a working knowledge of the Twelve Steps and Twelve Traditions.

Term of Service

- Elected to a one-year term and may serve one additional one-year term.

Responsibilities

- Attendance at the District 10 Business Meeting, held on the first Tuesday of each month at 7:30 p.m., is encouraged but not required.
- Facilitate applications for any Coral Gables Group member to sign up for approval at correctional facilities.
- Find volunteers to carry the message to correctional facilities.
- **Attend monthly District 10 Corrections meeting as scheduled by the District 10 Corrections Chair.**

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Treatment Chairperson

Qualifications

- One or more years of continuous sobriety.
- Working knowledge of the Twelve Steps and Twelve Traditions.

Term of Service

- Must be willing and able to serve a one-year term.
- May stand for election for one additional one-year term.

Responsibilities

- Attendance at the monthly District 10 Business Meeting and communications with the District 10 Treatment Chairperson are encouraged but not required.
- Find volunteers to carry the message to rehabilitation or treatment facilities.

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Room Custodian

Qualifications

- Five or more years of continuous sobriety.
- Current member of the Coral Gables Group of Alcoholics Anonymous.
- Willing and able to serve for one year.

Term of Service

- Elected by the members of the Coral Gables Group for a one-year term.
- May stand for election for one additional one-year term.
- May not serve more than two consecutive terms.

Responsibilities

- Keep the Coral Room operational and adequately stocked with all necessary supplies, including coffee, cups, filters, and sugar.
- Exercise financial prudence by purchasing supplies from discount retailers such as Sam's Club, BJ's Wholesale Club, or Costco whenever practical.
- Maintain an adequate supply of five-gallon water bottles for the water cooler. Bottles may be refilled at a Publix five-gallon bottle refill station.
- Ensure that the Coral Room is kept clean. The Room Custodian may organize cleaning days, and the Treasurer may provide funds for pizza and snacks.
- Ensure that the air-conditioning filters are cleaned or replaced monthly.
- In the absence of a Program Chairperson, communicate with each in-person Meeting Speaker Seeker to ensure that every meeting time slot has a trusted individual available to open and close the Room.
- Organize group room cleanup on the last Saturday of every month between 1:30 and 4:30. Pizza and snacks to be paid for by the Group.

Attendance

- Attend all Steering Committee Meetings.
- Attend all Business/Group Conscience Meetings.
- More than two unexcused absences from required meetings during a term of service shall constitute resignation from the service position.

Meeting Custodian

Service Structure Status

- This is a non-voting operational service position and does not carry Steering Committee membership or voting authority.

Qualifications

- Should have at least six months of continuous sobriety.
- Should currently have a sponsor.

Before the Meeting

- Arrange for a coffee bartender during the meeting.
- Open the Coral Room 30 minutes before the meeting begins.
- Distribute the meeting readings.

During and After the Meeting

- Pass the Seventh Tradition basket 20 minutes before the meeting ends.
- Read the announcements at the end of the meeting.
- Count and record the contributions in the Custodian Logbook.
- Place the contribution envelope in the Rent Fund drop box or safe.

Closing the Room

- Make sure the meeting room is straightened.
- Help Coffee Bar tender Clean the Coffee Bar area.
- Set the air conditioner to 79°F before leaving.
- Turn off the lights and the coffee machine.
- Make sure the Coral Room is locked when leaving.

You Are a Trusted Servant

“We can be the ones who take on the unspectacular but important tasks that make good Twelfth Step work possible, perhaps arranging for the coffee and cake after the meetings, where so many skeptical, suspicious newcomers have found confidence and comfort in the laughter and talk. This is Twelfth Step work in the very best sense of the word. ‘Freely ye have received; freely give...’”

—Twelve Steps and Twelve Traditions, page 110

Coffee Bar Tender/Greeter

Service Structure Status

- This is a non-voting operational service position and does not carry Steering Committee membership or voting authority.

Qualifications

- Should have at least one month of continuous sobriety.
- Must currently have a sponsor.

Term of Service

- Must be willing and able to serve a two-month term.

Responsibilities

- Arrive 15 to 20 minutes before the meeting begins.
- Ensure that fresh coffee is brewed before the meeting.
- Greet people as they arrive at the meeting.
- Keep the Coffee Bar stocked, clean, and organized.
- Clean the Coffee Bar after the meeting and prepare the area for the next meeting.

You Are a Trusted Servant

"We can be the ones who take on the unspectacular but important tasks that make good Twelfth Step work possible, perhaps arranging for the coffee and cake after the meetings, where so many skeptical, suspicious newcomers have found confidence and comfort in the laughter and talk. This is Twelfth Step work in the very best sense of the word. 'Freely ye have received; freely give...'"

—Twelve Steps and Twelve Traditions, page 110

The Steering Committee

Draft review note: *This working draft is based on the 2012 Coral Room Guidelines and includes substantive proposed revisions. It should be approved by the Group Conscience before adoption.*

The Steering Committee of the Coral Gables Group of Alcoholics Anonymous is responsible to the Coral Gables Group. Any person elected to it is a trusted servant of that Group and does not govern. The responsibility of the Steering Committee is to serve as a conduit for bringing suggestions to the membership so that there may be an informed Group Conscience.

The Steering Committee of the Coral Gables Group is empowered to establish guidelines to direct its own actions, but none of the decisions arrived at by this Committee are to be considered guidelines for the greater body of A.A. as a whole. Rather, they are guidelines for subsequent Steering Committees to follow.

The Steering Committee of the Coral Gables Group shall be responsible for conducting the Group's business affairs, when necessary, between regularly called Business/Group Conscience Meetings. The Committee shall also be responsible for acting for and representing all A.A. members in the Group when it is not practical for the members of the Group to act independently.

Any changes or additions to future Guidelines, as directed by the Group Conscience, shall be recorded by the Secretary and read at the next Business/Group Conscience Meeting following the change or addition.

Any member of the Steering Committee who misses three consecutive meetings, including either Steering Committee or Business/Group Conscience Meetings, shall be dropped from the Committee, and the position shall be posted for reelection.

When a service-position section establishes a different attendance or removal standard, the position-specific standard shall control.

Any person elected to the Steering Committee, or to any other office, who fails to carry out their duties in the manner prescribed herein shall be removed from the Steering Committee or office at the discretion of the Steering Committee by majority vote. All vacant positions shall then be posted for election at the next Business/Group Conscience Meeting.

Any Steering Committee member wishing to run for another position shall give notice and resign from the currently held position 30 days before the election for the desired position, unless unforeseen circumstances prevent this.

The Guidelines shall take effect immediately upon their adoption by the Coral Gables Group.

Membership

A. "Each group should be autonomous," as stated in the Fourth Tradition, is the specific guideline of the Coral Gables Group.

1. Only members of the Coral Gables Group have the right to vote in the affairs of this Group.
2. To become a member of the Coral Gables Group, email your sobriety date and date of membership to coralroommember@gmail.com, or use the sign-up sheet or membership card located at the coffee bar. To be elected to a position on the Steering Committee, to vote, or to serve as a Custodian, it is suggested that you be a member only of the Coral Gables Group.
3. **Spirit of Rotation** Elections for the Steering Committee positions will on the second Thursday of October for the terms which end on that year. (See elections minutes to determine term limit)

B. The Steering Committee shall consist of 18 members elected from the General Membership of the Group. Any elected person must have at least 1 year of continuous sobriety to be eligible for membership on the Steering Committee.

Specifically, the Steering Committee shall consist of the following officers and trusted servants:

Position	Required Sobriety
Chairperson	Five years
Secretary	Three years
Treasurer	Three years
Intergroup Representative	One year
General Service Representative	Two years
Program Chairperson	Two years
Literature Chairperson	One year
Treatment Chairperson	One year
Corrections Chairperson	Three years
Members at Large (7)	One year
Web-Communications	Three years
Room Custodian – Trusted Servant	Five years

Quorum

At regular meetings of the Steering Committee, a quorum shall consist of 10 Steering Committee members. At special meetings of the Steering Committee, a quorum shall consist of at least 9 members of the Steering Committee.

Voting

All issues before the Steering Committee shall be decided by a majority vote of the Steering Committee members in attendance at a regular or special meeting, with the Chairperson breaking a tie if necessary. At Business/Group Conscience Meetings, only members of the Coral Gables Group may vote. To be eligible to vote, a member must have signed up at least 30 days before the vote. Discussion shall be permitted immediately before any vote on a posted motion at a Business/Group Conscience Meeting.

At both Steering Committee Meetings and Business/Group Conscience Meetings, the majority opinion shall govern. Any vote that is not unanimous is subject to the minority opinion.

The minority-opinion procedure:

The Chairperson asks whether the minority wishes to present an opinion. If so, only those on the minority side may present their opinions. After each member of the minority has had an opportunity to share, for up to 20 minutes in total, the Chairperson asks whether anyone wishes to change their vote. If no one speaks up, the vote stands. If anyone changes their vote, the Chairperson calls for a revote. The second vote stands.

No proxy voting is allowed.

Any proposed vote that substantially affects the Group, including but not limited to changes to meeting times, the nature of meetings, or financial matters, shall be posted on the announcement board at least 30 days before the vote may take place at the next Business/Group Conscience Meeting.

Time and Place of Meetings

Steering Committee Meetings shall be held as needed at 6:45 p.m. on the Monday before the regularly scheduled Business/Group Conscience Meeting, using the Steering Committee Zoom ID. Any member of the Steering Committee may call a meeting by posting a message in the Steering Committee WhatsApp chat or by calling the current Steering Committee Chairperson. Notice of the meeting shall be posted in a conspicuous place in the Group meeting room and on the Announcements page of CoralRoom.org.

The Chairperson may call a special Steering Committee Meeting when deemed necessary.

Coral Gables Business/Group Conscience Meetings shall take place on the second Thursday of each month at 6:45 p.m. and shall be conducted as hybrid meetings using Zoom or another platform agreed upon by the Steering Committee. Any Group member who has business to place before the Steering Committee or the Business/Group Conscience Meeting may do so by submitting the agenda item in writing to the Chairperson before the meeting.

Hours of Operation

The Coral Room shall open 30 minutes before each meeting and remain open for at least 15 minutes after each meeting, seven days a week.

In-Person Meeting Schedule

	7:30 a.m.	9:30 a.m.	12 Noon Hybrid Zoom	4:00 p.m.	5:30 p.m. Mon.-Sat.	8:30 p.m.	10:00 p.m.
Sunday	Speaker Meeting - CD	CD Big Book (Sahara Club)	OD - Slippers	4:00 pm Daily Reflection CD			Beginners - OD
Monday	Speaker Meeting - CD		OD Beginners		Big Book - CD		Big Book - CD
Tuesday	As Bill Sees It - CD		As Bill Sees It - OD		Speaker Meeting - CD	Step - CD	12 & 12 - CD
Wednesday	Speaker Meeting - CD		Step Series - OD		Speaker - CD		Meditation - CD
Thursday	Speaker Meeting - CD		Big Book - OD		Step Series - CD	Step - CD	Speaker Meeting - CD
Friday	Step Series - CD		Meditation - OD		Speaker Meeting - CD		Candlelight - CD
Saturday	Speaker Meeting - CD		Beginners Series - OD		Meditation - OD		Speaker Meeting - OD

Virtual Meeting Schedule

	7:30 a.m. Zoom	12 Noon Hybrid Zoom	7:00 p.m.	10:30 p.m.
Sunday	Speaker Meeting - CD	OD - Slippers	Español	Beginners - OD
Monday	Speaker Meeting - CD	OD Beginners		Big Book - CD
Tuesday	As Bill Sees It - CD	As Bill Sees It - OD	Español	12 & 12 - CD
Wednesday	Speaker Meeting - CD	Step Series - OD		Meditation - CD
Thursday	Speaker Meeting - CD	Big Book - OD	Español	Speaker Meeting - CD
Friday	Step Series - CD	Meditation - OD	Women's Speaker Meeting - CD	Candlelight - CD
Saturday	Speaker Meeting - CD	Beginners Series - OD	Español	Speaker Meeting - OD

Birthday Night shall be held on the last Monday of each month at 8:00 p.m. as a hybrid meeting.

Any meeting changes must be approved by a vote of the General Membership.

The suggested Seventh Tradition contribution is \$3.00. Only alcoholics should contribute. The baskets should be passed 20 minutes before the end of the meeting.

Conducting a Meeting

The speaker at any meeting should have at least three months of continuous sobriety.

To chair a Step Series, the speaker should have at least three years of continuous sobriety.

A.A. speakers must limit their discussion to experience, strength, and hope as it relates to alcoholism.

Speakers in the Coral Room may speak only once within a 30-day period per time slot.

For Closed Discussion or Open Discussion Meetings (CD or OD), the speaker shares experience, strength, and hope for 15 to 20 minutes and then opens the meeting for sharing.

For Step Series Meetings, the speaker may speak for up to 40 minutes and then open the meeting for discussion.

Reading materials used by speakers shall be limited to A.A. General Service Conference-approved literature.

Orderly Conduct in the Room

Unruly people shall be asked to leave the Coral Room premises.

Children are permitted at meetings if they behave. If a child is disruptive, the Custodian has the right to ask the parent to address the disruption or to leave the meeting.

Because the Coral Gables Group hosts a Twelve Step room, its sole purpose is to promote recovery from alcoholism. No business unrelated to A.A. recovery may take place in the Coral Room.

The following are also prohibited in the room:

- Unleashed dogs or other pets. **Pets must remain under their owners' control at all times.**
- Loitering in the room between meetings
- Panhandling or selling personal items other than A.A.-related items.
- Storage of personal possessions.
- Playing electronic games or using recording devices.
- Smoking or vaping.

Literature

Literature shall be stored behind the bar in the back of the Coral Room.

When and Where booklets shall sell for \$2.00.

All literature sold in the Coral Room must be A.A.-approved, except for Twenty-Four Hours a Day.

Miscellaneous

- The bulletin board is for A.A.-related announcements only, in keeping with the A.A. Traditions.
- There shall be two Intergroup benefits each year. One shall be held on a Saturday night during the last week of February, and the other shall be held on the second Saturday of May at the same time. Both shall be recovery-related movie nights. All excess proceeds from contributions at each event shall go to Miami-Dade Intergroup.
- The Coral Room may be used for Twelve Step workshops.
- The Coral Gables Group was established in July 1947. In observance of its anniversary, the Steering Committee shall establish a planning committee each April to plan an anniversary picnic for the second Sunday in July. Any funds remaining after expenses shall be distributed equally between District 10 and the General Service Board of Alcoholics Anonymous.

Barring Procedure

I. Temporary Barring for the Safety of the Group

- The Room Custodian may temporarily bar an individual, for the safety of the membership, until the next Business/Group Conscience Meeting for any of the following reasons:
- Violence or threat of violence in the Coral Room or on the premises.
- Sexual harassment.
- Theft.
- Continued disruptive behavior after being warned.
- In the absence of the Room Custodian, the Meeting Speaker Seeker may ask an individual to leave the room if the individual commits any of the acts listed above. If the individual refuses to cooperate, the Meeting Speaker Seeker may call the police, have the individual removed, and immediately inform the Room Custodian.
- A temporary barring shall remain effective until the next Business/Group Conscience Meeting.
- Any instance of an individual being temporarily barred must be brought to the attention of the Group Conscience.

II. Group Conscience Barring Procedures

- The Group Conscience may consider either of the following barring options:
- An “except for meetings” bar, under which an individual may be barred from the room and premises but permitted to attend meetings and to be on the premises for five minutes before and after a meeting.

- A permanent barring, which should be considered carefully and implemented only when evidence substantiates predatory behavior or violence against members, rather than on the basis of hearsay.

Safeguards for Permanent Barring

- Evidence and record. Before a permanent barring is considered, the facts and available evidence shall be presented to the Group Conscience. Hearsay alone shall not be sufficient. The Secretary shall record the action taken and its basis while avoiding unnecessary personal details.
- Notice and opportunity to be heard. Unless notice would create an immediate safety risk, the individual shall receive at least seven days' written notice of the proposed permanent barring and an opportunity to respond to the Group Conscience in person or in writing before the vote.
- Vote threshold. A permanent barring requires a two-thirds vote of the eligible Group members present and voting at a properly noticed Business/Group Conscience Meeting.
- Duration. A permanent barring shall remain in effect unless and until it is modified or rescinded by the Group Conscience.
- Reconsideration. The barred individual may submit a written request for reconsideration to the Chairperson no more than once every 12 months. The request shall be posted and considered at a properly noticed Business/Group Conscience Meeting under the same notice and voting requirements that applied to the original decision.
- Interim safety. Until the Group Conscience makes a final decision, any temporary barring imposed under Section I shall remain in effect. If an immediate danger exists, the Room Custodian or Meeting Speaker Seeker may contact law enforcement.